Installing Microsoft Office Assistant

1. Insert Microsoft Office Assistant Disk 1 into Drive A (or B).
2. In the Windows Program Manager, choose Run from the File menu.
3. In the Command Line box, type a:\setup (or b:\setup).
4. Follow the instructions on the screen.

Learning about Office Assistant

Choosing the Office Assistant icon in the Office Manager toolbar or in Program Manager opens the Office Assistant window. For more information on Office Assistant components, choose Overview, Typography & Design, or Reference. To go to ready-to-use documents you can customize for your business, choose one of these buttons: Planning & Management, Sales & Marketing, or Operations & Tracking.

Fonts you'll need

Microsoft Office Assistant Help uses all the TrueType® fonts in Office Assistant, plus Arial® and Times New Roman® (included with version 3.1 of the Microsoft® Windows™ operating system). Be sure your system has all of these fonts and that TrueType is enabled.

Getting technical support

If you have trouble, Microsoft Product Support Services is ready to assist you. In the United States, call (206) 635-7056. In Canada, call (905) 568-3503.

Outside the United States and Canada, refer to the enclosed Microsoft Subsidiary Information card, and contact your local Microsoft subsidiary.

Microsoft® OFFICE ASSISTANT

Quick Reference Card

Microsoft Office Assistant offers a collection of tools that help you plan and run your business. All these tools work seamlessly with applications in Microsoft Office Standard or Professional. These practical solutions, professionally designed to enhance your business image, make important documents easy to produce. So do the TrueType fonts and font management tool included with Office Assistant.

Ready-to-use documents

A 5-year business plan ideal for small businesses—For professional-looking results, customize a model document, charts, tables, and presentation with your own text and data.

Three compound documents linking Office applications—Choose from a sample client invoice, newsletter, and "what if" presentation. While you concentrate on content, Office Assistant takes advantage of object linking and embedding (OLE) with Office applications.

More than 50 forms and reports to help you conduct business—Meet your needs by choosing from a suite of professionally designed documents, including balance sheets, expense reports, meeting planners, and more.

33 presentation templates to get your ideas across—Choose from 11 designs. Then add data to create high-impact visuals for on-screen and 35mm slide shows, color overheads, and black-and-white overheads.

Fonts and more

35 TrueType fonts for sturdy, legible body text and headlines or for decorative, ornate touches—Instantly give your documents impact and personality.

Microsoft Font Assistant to help you manage your TrueType fonts—You can tailor font lists for all your Windows-based applications, sort fonts, print font lists and samples, and more.

Extensive online Help to guide you as you work—This Help file gets you started with any Office Assistant component and then gives on-screen instructions. In addition, just a click or two provides an illustrated introduction to typography, design, and Office Assistant TrueType fonts.

Getting started with Office Assistant

Microsoft Office Assistant provides easy access to its components and information about using them to build and run your business.

Starting Office Assistant

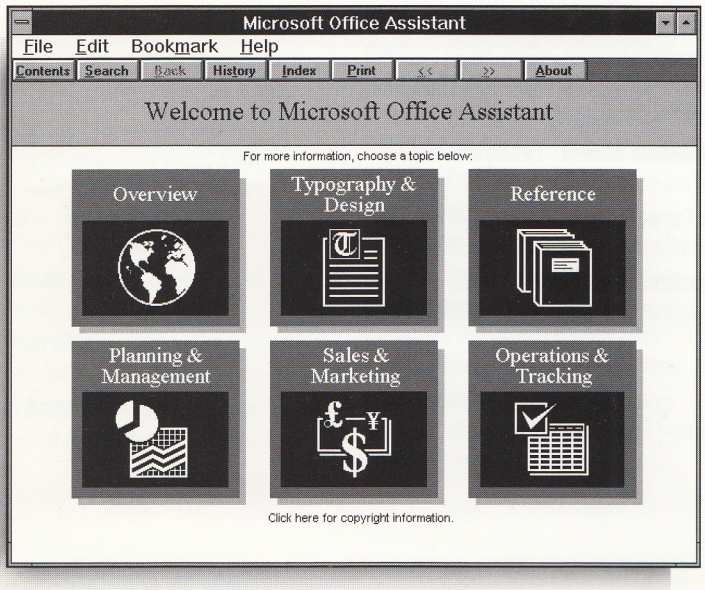
You can start Office Assistant either from Program Manager or from Office Manager:

- From Program Manager, choose the Office Assistant icon in the Office program group.
- From the Office Manager toolbar, click the Office Assistant icon.

Navigating in Office Assistant

Starting Office Assistant opens a Help window showing the six Office Assistant categories. Click a category to open its table of contents. From this listing, you can jump to further information or continue to templates, forms, or slides.

Office Assistant gives you access to all its components, as well as to detailed information about how to best use them. After you become familiar with Office Assistant, you can open its components directly from File Manager or an Office application.



Overview – Introduces each component of Office Assistant so you can get the most from its templates, forms, fonts, tools, and more.

Typography & Design – Describes and illustrates the basics of typography and page layout, so you can create your own designs and customize the Office Assistant layouts.

Reference – Provides information on navigating in Help, descriptions of commonly used terms, a list of vendors, recommended reading, and technical support.

Planning & Management – Offers solutions for developing high-level strategies for your business. Using Office Assistant templates, you can produce a 5-year business plan, as well as ready-to-use income statements, balance sheets, overhead presentations, and more.

Sales & Marketing – Provides tools for building your business, tracking customers, and increasing revenues. Using Office Assistant forms and reports, you can easily develop brochures, marketing analyses, sales quotations, presentations, and more.

Operations & Planning – Offers ways to help you run your business more efficiently. By adding your own data to Office Assistant forms and reports, you can generate invoices and packing lists, expense reports, business correspondence, and more.

Managing TrueType fonts

Microsoft Font Assistant makes managing TrueType fonts a snap as you customize font groups to use with all your Windows-based applications.

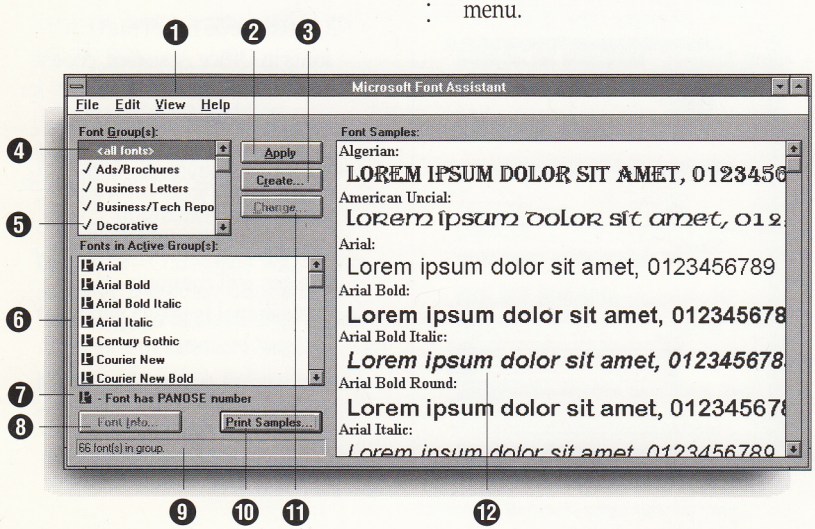
Using Font Assistant

With Font Assistant, you can:

- Activate and deactivate font groups (lists of fonts) to specify which fonts are available.
- Preview fonts so you can quickly choose the right font for the job.
- Create and customize font groups that make sense for the way you work.
- Print font samples and lists to catalog your expanding TrueType font collection.
- Select a font, and then open another window with detailed information about the font.
- Open Font Assistant's separate online Help file to get details as you work.

Starting Font Assistant

Unless you changed groups while installing Office Assistant, you'll find Font Assistant in the Office group in Program Manager. Selecting Font Assistant opens a window that displays all font groups, all active fonts, and—optionally—samples of one or more fonts. To get more details, see the Font Assistant Help menu.



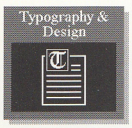
1. *To hide the Font Samples area and speed up Font Assistant, choose Font Samples from the View menu.*
2. *Applies customized changes to all Windows-based applications.*
3. *Creates a new font group.*
4. *To activate or deactivate a group, double-click to check or clear the group name. Only fonts in active groups are available to Windows-based applications.*
5. *Lists existing font groups.*
6. *Can be sorted by choosing View Fonts By from the View menu.*
7. *Precedes fonts that contain PANOSE information, which is used to classify fonts by their visual characteristics.*
8. *Opens a window with more information about the selected font.*
9. *After sorting, select a font, and check here for more information.*
10. *Offers four types of sample pages you can print.*
11. *Adds or deletes fonts from the selected font group.*
12. *To preview one-line samples of all fonts in a group, select the group from the Font Group(s) list. To preview all keyboard characters for a single font, select the font name in the Fonts In Active Group(s) list.*

Typography & Design

Improve your business image with the Microsoft Office Assistant design grid and extensive collection of TrueType fonts.

Create a professional impression with all your business communications. Start with the Office Assistant templates, or start from scratch to design your own documents. The Office Assistant grid and TrueType fonts make good design easier than ever.

Office Assistant provides all the information you need to make the right font and design choices as you customize Office Assistant documents or create your own. Just click the Typography & Design button to learn about:



- Effective ways to organize text and graphics on a page.
- Formatting options for creating the right look, from formal reports to everyday correspondence to invitations with flair.
- Fonts for business documents, headlines, body text, attention-getters, and more.

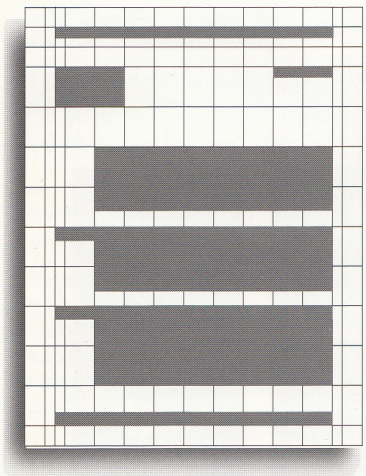
To create layouts with a true professional look, try the Office Assistant grid. Using the grid's columns and rows as guides, place text and graphics to give your layout structure and visual unity. With the Office Assistant grid as its foundation, your layout will look consistent with the pre-designed Office Assistant forms and templates.

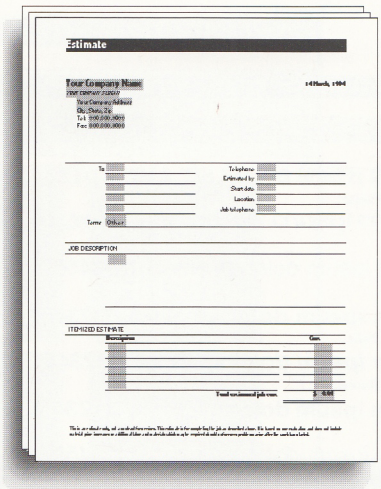
The right formatting also increases your document's effectiveness. For example, align paragraphs on both the left and right margins or on just the left. Consider changing the line length of text or the space between lines. Indent the beginning of paragraphs, or use block style.

From the 35 new TrueType fonts in Office Assistant, choose precisely the right personality for your document. Legible fonts produce body text that is easy to read, while decorative fonts grab your reader's attention.

By making these choices, your designs will communicate the professional message you want for your business.

Using this design grid and the same TrueType fonts...





...gives all your Office Assistant documents a consistent, professional look.

Planning & Management

Map out and monitor your business finances and future with four sets of documents ready for your use.

Use Office Assistant's Planning & Management solutions to manage your business today and for the future. Just enter your data and text for instant documents ranging from a daily planner to a customized 5-year business plan.

Office Assistant helps you use these tools to keep control of your business. Just click the Planning & Management button to select the task at hand. Office Assistant gives instructions and, if you choose, will start the Office applications and open the template you need to get the job done.

Planning Documents

Asset Location – Record the location of physical assets.

Business Plan – Develop a high-level strategy for your company, using the power of OLE and your Office applications. Cue Cards coach you as you customize the plan and prepare a companion presentation.

Expense Budget – Plan operating expenses for your business.

"What If" Presentation – Demonstrate different business scenarios, using OLE and your Office applications. Cue Cards coach you as you try different data and complete your presentation.

Financial Management Forms

5-Year Projection – Project financial figures for your business over a 5-year period.

Balance Sheet – Report the financial condition of your firm.

Cash Flow Projection – Plan your company's monthly cash flow.

Financial Comparison Analysis – Compare your company to the average firm in your industry.

Income Statement – Report your company's financial condition to management and ownership.

Investment Record – Document your current investments.

Pro Forma Income Statement – Estimate and plan for long-term financing needs.

Statement of Net Worth – Create a "snapshot" of your financial condition.

Scheduling Forms

Daily Planner – Plan your day or your entire month.

Meeting Planner and Agenda – Plan and run a meeting efficiently.

Vacation Schedule – Chart employees' vacation time.

Weekly Work Schedule – Schedule employees' working hours for a 1-week period.

33 Presentation Templates

To learn about these Microsoft PowerPoint® presentation graphics program templates, read the Sales & Marketing description.

Sales & Marketing

Grow your business and increase your earnings with five sets of pre-built documents and templates.

Reduce your busy work with Office Assistant's Sales & Marketing solutions, and focus on implementing your marketing strategy. Enter your data in the ready-to-use documents, or use forms and reports in the sample database to track sales, customers, and more.

Office Assistant tells how to use these tools to boost your market presence. Just click the Sales & Marketing button to select the task at hand. Office Assistant gives instructions and, if you choose, will start the Office applications and open the template you need to get the job done.

Marketing Materials

Newsletter—Keep your customers informed and up-to-date about your business, using OLE and your Office applications. Cue Cards help you complete the document.

Press Release—Send company news to the media for publication.

Product Fact Sheet—Outline the features of your products and services.

Six-Panel Brochure—Advertise your company and its products.

Sales Forms

Price List—Provide pricing for your company's products and services.

Sales Quotation—Generate a professional-looking bid on your goods and services.

Sales Projections

Direct Marketing Analysis—Calculate profitability of your direct marketing opportunities.

Product Line Sales Projections—Track your forecast and actual sales by product line.

Product Sales Goals—Set and analyze monthly sales goals.

Sales Database*

Customer Profiles—Record important information about your customers.

Customer Registration—Record demographics about your customer base.

Product Catalog—Compile information about all your products or print a brief data sheet about any product.

Prospect Profiles—Help turn prospects into customers.

Sales Chart—Display a pie chart showing each product's share of revenue.

Sales Orders—Track sales orders with the online database, or print sales confirmations to send to customers.

Sales Reports—Generate summary sales statistics, comparing actual versus forecast.

33 Presentation Templates

Show off your data with PowerPoint presentation graphics program templates. Choose from any of 33 templates—11 designs in 3 families:

Bronze and Green Boxes—A bold, geometric design in earth tones

Business—Yellow titles and white text on a graduated blue background

Flick—A filmstrip look, complete with perforated edges and a contrasting background

French Motif—White titles in red to accent black text on white

Mini-blinds—Black condensed type on a bronze linear design

Q&A—White type on a stylized Q&A in neon colors on black

Red Dots with Teal and Black—White text on black, accented with red dots on a teal strip

Shout—A stylized face in profile reversed out of the background

Slash—Slashes of bright colors enclosing black text on a subtle gray checkerboard

Small Gray Squares—Magenta titles and black text on a gray background bordered with gray squares

Squares—Black text on gray, accented with blocks of teal and medium gray

* Requires Microsoft Access® database management system version 2.0

Operations & Tracking

Save time and boost operating efficiency with five sets of powerful Operations & Tracking solutions.

Use Office Assistant's Operations & Tracking solutions to simplify the day-to-day operations of your company. Add your own text and data, or use forms and reports linked to the sample database to manage your business transactions and personnel records.

Office Assistant tells you how to boost efficiency with these solutions. Just click the Operations & Tracking button to select the task at hand. Office Assistant gives instructions and, if you choose, will start the Office applications and open the template you need to get the job done.

Business Correspondence

Fax Cover – Provide a professional-looking cover sheet for your fax transmissions.

Letterhead – Correspond with clients, suppliers, and others using a letterhead designed to match other Office Assistant templates and forms.

Memo – Add impact to interoffice communications.

Business Forms

Client Invoice – Bill for time worked using the power of OLE and your Office applications. Cue Cards coach you as you prepare a single invoice itemizing charges for your project team.

Estimate – Respond to bids with professional-looking estimates.

Expense Report – Track expenses for reimbursement.

Packing List – Generate professional-looking packing slips to include in shipments.

Purchase Requisition – Order goods and services from your suppliers.

Statement – Create statements for your clients and customers.

Request for Quotation – Request prices for goods and services before you buy.

Business Transactions Database*

Invoices – Create customer invoices from your sales orders.

Past Due Accounts – Identify all customers whose accounts are past due.

Payments – Record and track new payments from customers.

Purchase Orders – Record purchases to keep track of expenditures.

Receiving – Record and track all incoming shipments from your suppliers.

Request for Quotation – Request prices for goods and services.

Shipping Orders – Provide information on items being shipped.

Vendors – Record information on vendors.

Human Resources Database*

Employee Profiles – Record relevant information about your employees.

Employee Reviews – Compile all employee performance data.

Expense Statements – Record and analyze business travel expenses.

Job Applicants – Maintain employment application information.

Job Listings – Track positions now available in a department or elsewhere in the company.

33 Presentation Templates

To learn about these PowerPoint presentation graphics program templates, read the Sales & Marketing description.

* Requires Microsoft Access database management system version 2.0

35 TrueType fonts

Abadi MT Condensed
ABCDefghijk1234@$%&

Abadi MT Condensed Light
ABCDefghijk1234@$%&

Abadi MT Condensed Extra Bold
ABCDefghijk1234@$%&

American Uncial
ABCDefghijk1234

Bernard MT Condensed
ABCDefghijk1234@$%&

Broadway
ABCDefghijk1234

Calisto MT
ABCDefghijk1234@$%

Calisto MT Bold
ABCDefghijk1234@$

Calisto MT Italic
ABCDefghijk1234@$%&

Cooper Black
ABCDefghijk1234@

Copperplate Gothic Light
ABCDEFGHIJK123

Copperplate Gothic Bold
ABCDEFGHIJK123

Engravers MT
ABCDEFGHIJK

Engravers MT Bold
ABCDEFGHIJ

Gloucester MT Extra Condensed
ABCDefghijk1234@$%&

Goudy Old Style
ABCDefghijk1234@$%

Goudy Old Style Bold
ABCDefghijk1234@$%

Goudy Old Style Italic
ABCDefghijk1234@$%&

Hattenschweiler
ABCDefghijk1234@$%&

Imprint MT Shadow
ABCDefghijk1234@$

Modern No. 20
ABCDefghijk1234@$%&

Monotype Sorts 2

News Gothic MT
ABCDefghijk1234@$

News Gothic MT Bold
ABCDefghijk1234@

News Gothic MT Italic
ABCDefghijk1234@$

OCR-B
ABCDefghijk1234@

Palace Script MT
ABCDefghijk1234@$&

Perpetua Titling MT Bold
ABCDEFGHIJK1234

Perpetua Titling MT Light
ABCDEFGHIJK1234@

Rockwell
ABCDefghijk1234@$

Rockwell Bold
ABCDefghijk1234@

Rockwell Italic
ABCDefghijk1234@$

Rockwell Extra Bold
ABCDefghijk123

Runic MT Condensed
ABCDefghijk1234567890@$%&!#$

Westminster
ABCDefghijk1234@$%&

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